

## **APPROVAL PROCESS FOR A HOME BUSINESS**

- Verify appropriate zoning with the Department of Community Development, 200 North Second Street, Suite 303. Telephone number: (636) 949-3222.
- Fill out Home Occupation application
- The permit will be entered into City computer system.
- Arrange building inspection by calling (636) 949-3227 at least twenty-four hours prior to time of inspection. Inspections can be performed Monday through Friday, 9:00 A.M. to 5:00 P.M., excluding legal holidays.
- Building inspector will approve the home occupation in the City system if all home occupation requirements are met.
- Planning Division staff will schedule a conference regarding the home occupation and will notify adjoining residents and City Councilmember of the application and conference.
- Planning Division will then approve or disapprove Home Occupation application. The complete process takes 7 - 10 days from receipt of application
- If approved, the Home Occupation permit can be printed and the license issued.
- Check with St. Charles County for their licensing requirements.

### **CITY CODE SECTION 156.089:**

## **HOME OCCUPATIONS**

- A home occupation is an occupation or profession which is customarily carried on entirely within the dwelling unit by a member of the family residing in the dwelling unit, which is clearly incidental and secondary to the use of the dwelling unit for residential purposes and which conforms to the standards and provisions provided herein.
- *Standards. Home occupations shall conform to the following standards:*
  - 1) Only one type of occupation or profession shall be permitted within the occupied building.
  - 2) The use may occupy not more than twenty-five percent (25%) of the total floor area and in no event more than 500 square feet of floor area.
  - 3) No nonfamily person shall be employed.
  - 4) No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.
  - 5) There shall be no exterior display, no exterior sign, except as permitted herein, no exterior storage of materials, no direct access from outside the principal building to the home occupation except that which serves the residential portion, and no other exterior indication of the home occupation or variation from the residential character of the principal building.
  - 6) One sign shall be permitted

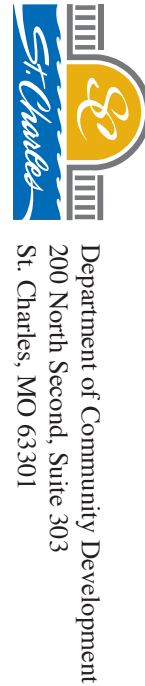
which shall be an unanimated, nonilluminated, flat or window sign having an area of not more than 144 square inches attached flat to the building.

- 7) No business hours shall be permitted after 8:00 P.M.
- 8) No machinery or equipment shall be installed which interferes with radio or television reception and which is not customarily incidental to the practice of such occupation or profession.

- *Specific examples permitted. Home occupations include, but are not limited to, the following list of occupations:*
  - 1) A profession such as an engineer, architect, doctor, dentist, or lawyer.
  - 2) Dressmaker, seamstress or tailor.
  - 3) Music, dancing and other teachers or tutors; provided, the instruction is limited to one pupil at a time, except for occasional groups.
  - 4) Beauty and barber services having not more than one operator.
  - 5) Real estate or insurance services.
  - 6) Photography studio that is primarily devoted to photography of individuals or small groups.
  - 7) Minor repair service.
  - 8) Artists, artisans, and crafts people, with items produced on premises.
  - 9) Nursery schools, kindergartens, and child-sitting services having no more than four children at any one time, not including members of the immediate family of the operator.

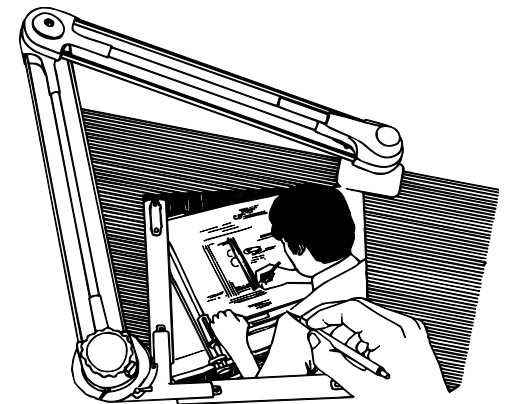
*Specific examples prohibited.  
The following uses are specifically  
prohibited as home occupations:*

- 1) Automobile and vehicular repair
- 2) Rental business
- 3) Stables or kennels
- 4) Eating and drinking places
- 5) Nursery schools, kindergartens  
and child-sitting services having  
more than four children at any one  
time, not including members of the  
immediate family of the operator.
- 6) Retail or wholesale sales with  
stock-in-trade and customers  
coming to the home, including,  
but not limited to, dealers in  
groceries, appliances, automobiles,  
computers, pharmaceuticals, liquor,  
and firearms.
- 7) Veterinarian services or animal  
hospitals.
- 8) Mortuaries and embalming  
establishments.
- 9) Private club, including fraternity  
and sorority houses.



CITIZEN  
INFORMATION  
SERIES

## HOME OCCUPATION REGULATIONS



DEPARTMENT OF  
COMMUNITY DEVELOPMENT